



2101 L St. NW
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www.usgbc.org

MINUTES

Chapter Steering Committee

Meeting date: March 2, 2011 4-5:30 p.m. Eastern

Minutes approved: April 6, 2011

Member	Title	Attendance
Kathy Zarsky	South Central CSC Chair	--
Tim Murray	South Central	X
Tom Good	Upper Northeast	X
Jackie Henke	Upper Northeast	X
Renee Jimenez	West	X
Dana Kose	West	X
Amy Wortman	Northeast Corridor	X
Peter Caradonna	Northeast Corridor	X
Jay Guerra	Heartland	X
John Albrecht	Heartland	X
Elaine Hsieh	Pacific	X
Paul Poirier	Pacific	X
Nell Boyle	Southeast	--
Chris Ladner	Southeast	--
J. Beattie	Florida/Caribbean	X
John Toppe	Florida/Caribbean	X
Ed Wansing	Emerging Professionals	X
Staff:		
Richard Graves	Vice President of Community	X
Amy King	Director of Chapter Community Development	X
Clare Magee	Chapters Associate	--

Our Purpose:

The Chapter Steering Committee (CSC) is an integrated group of chapter community leaders that is charged with providing USGBC with relevant expertise, stakeholder perspectives, market intelligence, best practices, lessons learned, innovation and vision to strengthen and empower USGBC's chapter community in accordance with the USGBC Mission, Guiding Principles, and Strategic Plan goals. In this capacity, CSC is the primary body for the development of chapter-related policies and procedures; furthermore, the CSC provides advice and recommendations on all USGBC chapter-related policies and procedures. The CSC is also charged with providing feedback and recommendations from the chapter community to the USGBC and Board.



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Agenda

Chapter Steering Committee Staff Co-Chair Richard Graves called the meeting to order at 4:00 p.m. Eastern. A quorum was present.

1. **Opening Round and Conflicts (All)**
2. **Recognition of Guests (Richard Graves)**
 - a. Jodi Smits Anderson, Upper Northeast Regional Committee
3. **Administration (Richard Graves)**
 - a. Approval of February Minutes
Approved via absence of paramount objection.
 - b. Approval of Today's Agenda
Approved via absence of paramount objection.
 - c. Next Call: April 6, 2011
 - d. Next F2F Meeting: July
4. **Discussion: National Updates (Richard Graves, Amy King)**
 - a. Chapters cite reporting needs in three areas: LEED projects, LEED APs and Membership. There are challenges with data sharing around the fact that some LEED APs and projects are confidential. Chapters are welcome to reach out to the project teams and encourage them to not make projects confidential. To support chapters as the local face of USGBC, National will no longer attend plaque ceremonies without reaching out to the appropriate chapter. Although the project owner is always the first to know and may say they don't want the project to be public until a certain date, National should be able to notify a chapter once it goes public so the chapter can then approach them.
 - b. Daryl Cannon, Chapter Operations Manager is leading the Online Collaboration Platform project. Executive directors and CSC members have provided feedback via the group that CSC member John Toppe has been leading.
5. **Action: Chapter Community Selection Process**

Modification: After "Leave call for nominations open for a period of 2 weeks," add "Boards of chapter, regional committees and staff of chapters may forward recommendation letters to the Chapter Steering Committee."

Proposal is approved by consent.
6. **Action: Chapter Categorization for Staff of Chapter Nominations**

Modification: Add "Boards of chapters, committees of the CSC and staff of chapters may forward recommendations to the CSC."

Proposal is approved by consent.
7. **Action: EPNC Selection Process:**

The Governance **Working Group recommends that the CSC** let EPs begin to populate their regional committees while the CSC fine-tunes their selection



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process proposal language. The EPNC shall have the authority to chart the process to fill EP Committee seats and regional committee selection process.

Proposal is approved by consent.

8. Discussion: Transition Plan Timeline

The CSC will likely need to conduct a second April call to review nominations. Elections must be held via teleconference because the CSC will not have a face-to-face meeting before the deadline.

The deadline to select your regional rep to the CSC Communications Working Group is March 10, to be submitted to CSC member Tom Good.

For each working group, co-chairs will be selected; one by the CSC and one by the working group in question.

9. Closing Round (All)

The meeting was adjourned at 5:30 p.m. Eastern.